

11/2/2017

Addendum No. 1

To the

Request for Proposals

“Professional Engineering Design Services

For

Multi-Modal Crossing Improvements”

The attached *Exhibit D – “Vendor Affidavit of Compliance with City of Clarkston Fair Hiring Practices”* shall be included in the proposal submittal.

EXHIBIT D

STATE OF GEORGIA

COUNTY OF DEKALB

VENDOR AFFIDAVIT OF COMPLIANCE WITH CITY OF CLARKSTON FAIR HIRING PRACTICES

COMES NOW _____, (“Affiant”).

Affiant hereby declares the following under oath:

- 1) Affiant is an owner, principal, manager or agent authorized to bind the vendor doing business as _____ (“Vendor”).
- 2) For so long as Vendor and the City are engaged in a “Covered Contract” as defined by the City’s Fair Hiring Practices Ordinance (#16-401), Vendor agrees to:
 - a. Omit from any printed or on-line employment application used by Vendor any inquiry regarding the criminal history of the applicant;
 - b. Refrain from making any inquiries regarding an applicant for employment’s prior criminal arrests or convictions until and unless Vendor makes a contingent offer of employment to such applicant;
 - c. Refrain from publishing any information regarding a job that states or implies that an individual’s criminal history automatically disqualifies him/her from consideration for the job;
 - d. Consider all applicants for employment, regardless of criminal history; and
 - e. Refrain from taking any adverse employment action against an individual based on his/her criminal history unless Vendor simultaneously notifies the individual in writing that such adverse action was based on his/her criminal history.
- 3) Vendor agrees to submit a copy of its employment application form to the City prior to beginning work under the “Covered Contract.”
- 4) Vendor agrees to submit a sworn written affirmation of compliance with the City’s Fair Hiring Practices Ordinance to the City along with each invoice or application for payment under a “Covered Contract.”

FURTHER AFFIANT SAYETH NOT.

This ____ day of _____, 20____.

VENDOR:

Title _____

WITNESS:

Notary Public